

SECTION 4

Responsibilities of LFE Project Participants

The responsibilities of key participants in the Learning From Earthquakes project are outlined below for the following four phases of activity:

- Pre-earthquake planning
- Earthquake notification and mobilization
- Field investigation
- Post-investigation activities

EERI Board of Directors

Pre-Earthquake Planning

1. Establish policy for all aspects of EERI's earthquake investigations activities.

Earthquake Notification and Mobilization

1. Select Team Leader in consultation with Executive Director. For teams going out of the country, every effort should be made to select a Team Leader who has prior experience in investigating foreign earthquakes.
2. If requested, provide policy guidance to the LFE Project Manager and Executive Director.
3. Respond to direct inquiries about EERI's policies and how earthquake investigations are conducted.

Field Investigation

1. Be available to answer specific policy or unusual questions that arise during the course of the field investigation.
2. Respond to direct inquiries about EERI's activities.

Post-Investigation Activities

1. If requested, provide policy guidance to the LFE Project Manager and the EERI Executive Director.
2. Monitor performance of post-investigation activities.
3. Revise EERI policies and field operating procedures based on lessons learned during the investigation and dissemination process.

LFE Project Steering Committee

Pre-Earthquake Planning

1. Provide guidance and technical advice to Executive Director and to the LFE Project in general.
2. Establish list of contact persons for earthquakes that occur in northern or southern California and other areas of the U.S.
3. Establish list of contact persons in countries of major seismic activity beyond U.S. borders.
4. Conduct and/or develop format for training sessions for potential field investigators.

Post-Investigation Activities

1. After each field investigation, evaluate the field investigation process and suggest possible areas for change/improvement.

Executive Director (Principal Investigator) and Staff

Pre-Earthquake Planning

1. Plan and conduct meetings related to all aspects of the LFE Project.
2. Monitor grant requirements and provide status reports to the LFE Project Manager, Board of Directors, and others as needed.
3. Monitor the LFE Project to ensure activities are performed in accordance with the conditions of the National Science Foundation grant.
4. Ensure that proposals for renewed funding are submitted in a proper and timely manner. Prepare proposals and other documents necessary for continued support of the LFE Project.
5. If necessary, apply for funds to support the coordination of long-term post-earthquake research.
6. Provide regular progress reports on the LFE Project to the Board of Directors.
7. Maintain and revise this Field Guide to keep it current. Annually revise Appendix C, Information Sources, to this Field Guide and ensure accuracy of the listings.
8. Ensure that copies of this Field Guide are disseminated to field investigation team members.
9. Gather, retain, and annually update background information to support investigations, such as visa and inoculation requirements, country background information, standard letters of introduction, and similar items.
10. Review office support requirements and procedures with staff at least annually, and suggest revisions to this Field Guide.
11. Maintain general emergency equipment, including laptop computer, printer, modem, and cellular telephone.
12. Periodically place an article/questionnaire in the EERI Newsletter soliciting field investigators.
13. Maintain "EERI Release Form" and "Guidelines for Reconnaissance Team Members" on file. Refer to Appendix A, Forms.

Earthquake Notification and Mobilization

The following procedures are for supporting investigations from EERI's existing offices.

1. In the event of an earthquake in the Bay Area, the staff member closest to headquarters will determine office operational status and report to the Executive Director via regular, nonelectric, or cellular telephone. If unable to reach the Executive Director, transmit information to: LFE Project Manager, EERI President, other EERI officers in that order. Refer to Section 3, General Response Procedures, for reconstituting staff support if the headquarters office is nonfunctional.
2. Review mobilization procedures with staff, and arrange for extended operation and outside staff support, if necessary.

3. In consultation with the President and other members of the Executive Committee, select and notify a prospective Team Leader and send confirming letter noting responsibilities and what is expected.
4. Contact Team Leader to determine his/her requirements, and keep him/her informed at least daily of all key activities.
5. Provide Team Leader with reporting and other instructions, background information, letters, materials, maps, and similar items.
6. Start and maintain a log of key activities by date and time.
7. Respond to inquiries from members, the media, and others. Inform them of EERI's response to the event. Continue to do so on an as-needed basis.
8. Depending on the nature of the field investigation, prepare packets of background materials and other information to support the team.
9. Collect readily available information about the earthquake from newspapers and similar sources.
10. Provide team members with administrative information, including "EERI Release Form," reimbursement policies, letters of introduction, etc. Refer to Appendix A, Forms.
11. If needed, make team travel arrangements.

Field Investigation

1. Support the Team Leader on an as-needed basis.
2. If necessary, establish and provide support for a field office close to the stricken area, but capable of providing adequate support services, to provide a focus for EERI's field investigations.
3. Continue to respond to inquiries about EERI's activities.
4. Maintain contacts with investigators from other organizations, funding agencies, and others in order to coordinate EERI's activities with theirs.

Post-Investigation Activities

1. Work with the Team Leader and the Continuing Education Committee to plan dissemination of information.
2. Upon return of the field investigation team, brief Team Leader on the scope and schedule of reports, briefings, and any further EERI investigation activities planned for this event.
3. Provide support for briefing sessions.
4. Provide reconnaissance report preparation instructions to team members.
5. Process claims, post accounts, and complete necessary administrative and financial reports.
6. Coordinate production and distribution of field investigation information.
7. Prepare a proposal for coordinating long-term research, and manage the proposal. Upon funding, participate with the Board of Directors in selecting a Research Project Manager.
8. Prepare and distribute synopsis of lessons learned to professional and trade associations and other organizations.

LFE Project Manager

Pre-Earthquake Planning

1. Ensure that systems for notification in the event of an earthquake are in place.
2. At least annually, notify the National Earthquake Information Center of any changes in the contact numbers for notification.

Earthquake Notification and Mobilization

1. Upon official notification or otherwise learning of a significant event, notify the President and Executive Director and activate this Field Guide.
2. Start and maintain a log of key activities by date and time.
3. Unless the earthquake's importance is self-evident, collect initial intelligence as a basis for deciding whether or not to mobilize and what level of investigation to undertake. Sources include EERI members, colleagues, local officials, and others in the epicentral area; television and radio news and special bulletins; wire service information from local sources; newspapers; others.
4. Contact other potential investigating organizations about their views of the situation and any plans to respond.
5. Coordinate with the Executive Director to set up necessary personnel, equipment, and other arrangements necessary for extended hours of operation.
6. In consultation with the Executive Director and the EERI Executive Committee, recommend the appropriate level of initial investigation. Confirm decision with President, Vice-President, Secretary-Treasurer, or Executive Director.
7. Brief Team Leader on any special information, requirements, restrictions, local contacts, etc.
8. Provide Team Leader with an initial list of topics to be researched.

Field Investigation

1. Continuously monitor field investigation efforts and plan further investigative efforts, if warranted.
2. Coordinate with EERI staff on all logistical arrangements.
3. Contact local EERI members who might be of assistance in all aspects of the investigation.
4. Be available at the agreed-upon times to receive situation reports from the Team Leader. Brief the President, Vice-President or Secretary-Treasurer and Executive Director on items of significance.
5. Notify the Team Leader about any decisions to extend the investigation, send additional personnel, or otherwise expand the effort.
6. Work with the Executive Director on locating, establishing, and operating a field office. Relocate there as soon as practical.
7. Maintain contact with representatives of other investigating organizations and provide them with information about the activities of the EERI team. For California earthquakes, determine if California Office of Emergency Services is acting as a clearinghouse and, if so, coordinate with them.

Post-Investigation Activities

1. Obtain a critique of the procedures outlined in this Field Guide from the Team Leader.
2. Contact representatives of other interested agencies/organizations to notify them of the conclusion of EERI's investigation and plans for dissemination of results.

Team Leader

Earthquake Notification and Mobilization

1. Work with the LFE Project Manager and Executive Committee to identify prospective Team Members or Team Coordinators. Interview each candidate in person or by phone and be familiar with his/her professional background, education, and special skills prior to selecting them for the team.
2. When team members/team coordinators are confirmed, contact each one personally to explain your role, EERI's expectations, details of the process, rendezvous instructions, and similar information.
3. Coordinate with EERI staff on logistical arrangements, materials, and background information, etc.
4. Only with advance approval from the Executive Committee or Executive Director purchase or otherwise arrange for any special equipment or materials needed in the field. All materials purchased with EERI funds become the property of EERI at the conclusion of reconnaissance efforts.
5. Read and sign the "EERI Release Form" and "Guidelines for Reconnaissance Team Members." Refer to Appendix A, Forms.
6. Ensure that all team members sign above forms and submit them to the EERI headquarters office before leaving for the field.
7. Where the earthquake area is in a country that has an unstable political climate and/or strained relations with the U.S., develop written rules of conduct for team members and make certain each team member is aware of the critical importance of adhering to them.

Field Investigation

1. Arrange for rendezvous of team, coordinate all on-site arrangements and activities of team members.
2. If appropriate, contact the nearest U.S. Embassy or consular office to explain the Team's presence. Only if necessary, request their assistance with information and communications.
3. Schedule and conduct daily debriefing of entire team in field office or other central location.
4. Provide regular situation reports to the LFE Project Manager and Executive Director.
5. Do own technical work to support team's operations.
6. Inform team members/team coordinators of the scope and schedule of all post-investigation activities, as soon as known.

Post-Investigation Activities

1. Attend post-earthquake de-briefing and provide LFE Project Manager and Executive Director with a summary and critique of the investigation.
2. Assist with the organization of and participate as needed as a speaker in the EERI briefings organized around the country.
3. Prepare a summary report for the Board of Directors of the principal activities undertaken in response to the event.
4. Prepare and coordinate publication of final reconnaissance report from materials prepared by Team Members/Team Coordinators.
5. For major reconnaissance reports, work with technical editor to produce report, including coordination of Team Member/Team Coordinator contributions.
6. Prepare and deliver own materials for briefings and reports to Executive Director.
7. Contact Team Members/Team Coordinators periodically to assess their progress and inform LFE Project Manager.

Team Members

Earthquake Notification and Mobilization

1. Read and sign the “EERI Release Form” and “Guidelines for Reconnaissance Team Members.” Refer to Appendix A, Forms.
2. Coordinate with the Team Leader and EERI staff regarding travel, administrative, and other logistical arrangements.
3. Assemble personal gear and necessary professional equipment for field investigation.
4. Rendezvous with team at the prescribed time and place.

Field Investigation

1. Perform technical work in support of the team’s activities.
2. Participate in Team meetings. Brief other members on significant observations, as appropriate.
3. As requested, provide technical support to other Team Members where specific expertise is needed.
4. Abide by all rules and laws of the host nation.

Post-Investigation Activities

1. Prepare materials in a timely manner for briefings and scheduled reports.
2. Participate as a speaker as appropriate in post-earthquake EERI briefings scheduled around the country.
3. Provide EERI office with a critique of the investigation process so this Post-Earthquake Investigation Field Guide and the field investigation process can be improved.
4. Provide EERI office and the LFE Project Manager with critical comments on the field inspection forms, checklists, or this Field Guide.
5. Provide full set of duplicate slides used in briefings to EERI for use in further information dissemination.

Team Coordinators

In addition to general responsibilities noted above for Team Members, Team Coordinators have the following additional responsibilities:

Earthquake Notification and Mobilization

1. Make contacts with individuals and firms likely to be going to the earthquake area and solicit their cooperation and input.

Field Investigation

1. Meet with others investigating the same topic area to make sure all known damage sites are being investigated to the extent possible.
2. Coordinate field activities in the same topic area and keep Team Leader apprised of progress.
3. Maintain a record of all contributors to the topic area for follow-up and acknowledgment.
4. Make sure contributors are compiling both a written and a visual record of impacts.

Post-Investigation Activities

1. Gather written reports from others who are conducting field investigations in the same topic area and prepare summary chapter or section for the Reconnaissance report.
2. Obtain visual materials and data as necessary to prepare presentations for EERI briefings.